Bookshelf Help

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The Bookshelf is a searchable collection of online biomedical textbooks and other literature. In addition to some classic biology and medical textbooks and monographs, it also includes books and databases produced by the National Library of Medicine (NLM) and the National Center for Biotechnology Information (NCBI). The Bookshelf is one of the many databases that make up Entrez, NCBI's powerful search and retrieval system. (Entrez Help can help you learn more about the Entrez system.)

How Can the Bookshelf Help You?

The Bookshelf aggregates electronic versions of textbooks, monographs, and text-based databases with biomedical themes. All books are fully searchable, and search results are ranked to display the most relevant first. Included among the textbooks are Molecular Biology of the Cell (4th ed.), Molecular Cell Biology, and Biochemistry (5th ed.).

For some books, Bookshelf also provides links to related topics in other databases and animated tutorials that printed books cannot provide (see The Genetic Landscape of Diabetes and Entrez Help from the NCBI Help Manual). Entrez databases that are linked to the Bookshelf include PubMed, Gene, OMIM, and PubChem [http://pubchem.ncbi.nlm.nih.gov] (see also Links between PubMed and the Bookshelf).

Bookshelf covers basic biology as well as complex topics in current research. Included in Bookshelf is a book of short reports that focuses on introducing users to NCBI resources (see Coffee Break: Tutorials for NCBI Tools).

Whether you need Bookshelf's power to give you an historical perspective (see Historical Works: Medicine in the Americas) or help you see the minute parasites on a water flea (see Ecology, Epidemiology, and Evolution of Parasitism in Daphnia), Bookshelf delivers an experience of discovery. The complete list of books is available on the Bookshelf homepage and in Appendix 1: Searchable, Browsable, PDF, and Handheld Versions of Online Books.

How to Start a Search of the Bookshelf

The Bookshelf is one of the Entrez databases of the National Center for Biotechnology Information (NCBI). The NCBI is part of the National Library of Medicine (NLM) at the National Institutes of Health (NIH).

You can access the Bookshelf and search across the entire Books database containing all of the books. To start a search of the Bookshelf, choose from one of the following options:

- via the NCBI homepage [http://www.ncbi.nlm.nih.gov/] (see Figure 1)
 - Select Books from the All Databases pull-down menu.
 - Or select Books from the navigation bar at the top of NCBI web pages.
- via the Entrez cross-database search page (see Figure 2)

• The Entrez cross-database search page (also referred to as the "global query page") is a listing of all the databases at NCBI. The database for Bookshelf is called Books and is shown with an icon (B) followed by Books: online books. Selecting the Books database will take you to the Bookshelf homepage.

- Another method for searching the Books database from the Entrez cross-database search
 page is by typing a word or phrase into the Search box at the top of the page. The number
 of results for the Books database is shown (B), as well as for the other databases. (The
 Entrez Help document explains more about this search feature.)
- via the Bookshelf homepage (see Figure 3)
 - Type a word or phrase into the Search box at the top of the page and click Go. The content
 of the Books database is searched, and a results page will be displayed.
 - The results page display is formatted according to the number of items found. See Displaying Your Search Results for more information.
 - See the Advanced Searching section for creating search queries using the Limits and Preview/Index tabs.
 - Or, browse individual books in the Book List below the search interface.

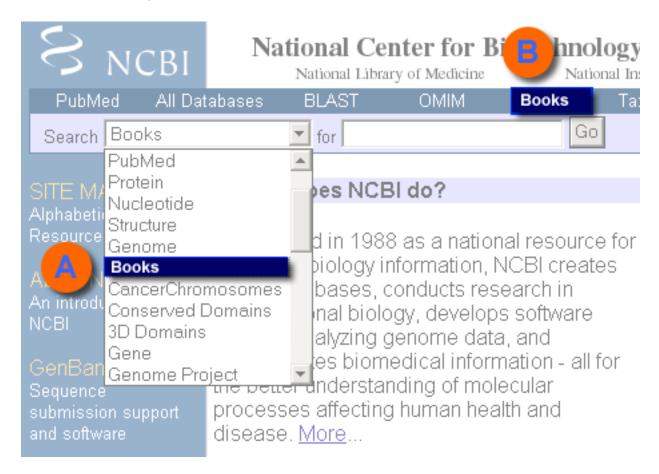


Figure 1. Bookshelf and the NCBI homepage. To search the Bookshelf via the NCBI homepage, select Books from the pull-down search menu (A) and enter a search term. The Books hyperlink in the navigation bar (B) links to the Bookshelf homepage, where you may browse or search the online books.



Figure 2. Bookshelf and Entrez. On the Entrez search page, you can query all of the NCBI databases at one time. The total number of results found in each database is listed to the left of each database. For example, the search term "oncogene" (A) retrieves 849 results in the Books database. Clicking Books: online books (B) will output your search results in the Bookshelf interface.



Figure 3. Searching the Bookshelf. On the Bookshelf homepage, you can enter one or more terms in the Search box (A). The search results are displayed on a separate page. You may browse or search individual books by clicking on a book citation under the New on the Bookshelf (B) or Book List sections.

Search One Book at a Time

You may search one book at a time by selecting a book from the Book List on the Bookshelf homepage. Simply click on the book's cover or hyperlink to view the Table of Contents page. There is a Search box located at the top right side of the screen. The search is preset to "This book". Enter one or more terms to query the book. Your search results will be displayed on a separate page and organized by Summary or Chapter grouping (See Displaying Your Search Results for more information).

Browsing versus Searching

Browsing allows you to "click your way" through the book. Searching, on the other hand, requires the user to enter a search term to retrieve books that contain the specific term. Every book in the Bookshelf is fully searchable, but not all books can be browsed.

Browsable books include a hyperlinked Table of Contents, allowing you to view the book chapter by chapter. Each book includes a Short Contents and Full Contents. Short Contents displays the first heading level of the book. For some large books, the first heading level is the Part (such as Part I, Part II, etc.), whereas the Chapter is the first heading level for smaller books. Two headings levels are shown on the Full Contents page, either Part and Chapter (see The NCBI Handbook) or Chapter and Section (see The Genetic Landscape of Diabetes).

All books created at the National Library of Medicine (NLM) and by the National Center for Biotechnology Information (NCBI) are browsable. Many books are also available in PDF format, so you can download a copy to your computer. In addition, some of the books are available in downloadable PDA format for your handheld computer (see The Bookshelf and Handheld Computers).

Books that cannot be browsed are accessible by using the Search box on the book's Table of Contents page, by querying the Bookshelf, or through PubMed abstract links. Whether books are browsable depends on agreements made with the publishers.

Appendix 1: Searchable, Browsable, PDF, and Handheld Versions of Online Books includes a matrix of all of the online books and their functionality.

Displaying Your Search Results

Bookshelf will automatically format the results page based on the number of items retrieved by your search query. If 20 or more items are found, the results are displayed as a list of books, which is called the Books display format (see Figure 4). When there are fewer than 20 items, they are displayed item by item, which is called the Summary display format (see Figure 5). An "item" may be a book chapter, section, single page, figure, table, or box.

Search results from books that can be browsed will be formatted automatically in the Chapter grouping display format (see Figure 6). You can manually change the display of your search results by selecting from the various options within the Display options menu.

The total number of results retrieved from your search query will be displayed in the All tab above the display (see Figure 7). You may view a subset of results found in figure captions and legends via the Figures tab (See My NCBI Help for information on filters).

Search terms appearing in figure captions (), table captions (), and boxes () are denoted by the corresponding icon at the end of the hyperlink. When you click on one of the search results, you will see the book content with your search term(s) highlighted in yellow.

Entrez Database Links

Bookshelf automatically generates links from your search results to related results in other Entrez databases. These databases include Gene, OMIM, PubChem (Substance Links), PubMed Central (PMC), and PubMed. To access the links, choose from one of the following:

- via the Links menu located to the right of the retrieved items.
 - Select a database from the Links menu to view the records.
 - Note that the Links menu will appear only for those items that have linked records in one or more Entrez databases.
- via the Display options pull-down menu in the tool bar above the search results.
 - Click the check box for one or more retrieved items.
 - Select from one of the five database links in the Display options menu.

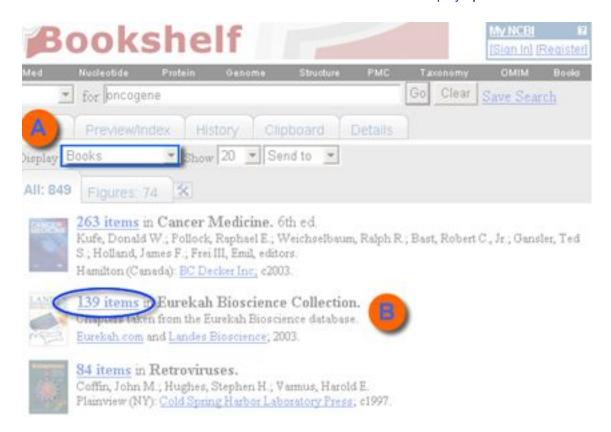


Figure 4. Books display format. Search results are grouped according to the book in which they appear. The Display options menu is set as Books (A). Each book includes a cover image, the total number of items found in the book, and the book's citation information. The cover image links to the online version of the book. The number of items is linked to the results page (B).



Figure 5. Summary display format. Search results are organized item-by-item with the most relevant items ranked at the top. The Display options menu is set as Summary (A). Each summary includes the item's title and a hierarchical list that identifies the location of the item within the book (B). Click on the item's title to retrieve the result.

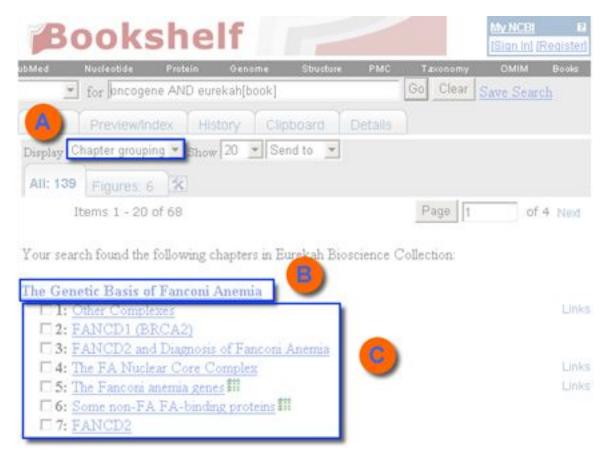


Figure 6. Chapter grouping display format. Search results are organized by chapters (B), and the Display options menu is set as Chapter grouping (A). Each chapter lists the results item-by-item (C). Click on an item's hyperlinked title to view the search result..



Figure 7. All and Figures Tabs. The total number of items retrieved by your search is listed in the All tab above the results display. The All tab (A) is the default view for all Bookshelf display options. A subset of results found in the figure captions is displayed in the Figure tab (B), which includes the figure icon at the end of the link.

Using My NCBI to Set Up Filters in Bookshelf

Filters are used to group search results according to the user's preferences. To set up filters in Bookshelf, you need to use My NCBI. This tool retains user information and preferences so that customized services can be provided. The My NCBI box appears at the top right of the screen on the Bookshelf website.

Once you've created a My NCBI account (see My NCBI Help on how to set up an account), sign in and click on Filters in the sidebar of the My NCBI screen. Choose Bookshelf and select the filters that you want to use. Filter options in the Bookshelf are:

- Results from boxes: Groups box titles, legends, or content.
- Results from figure captions: Groups figures.
- Results from tables: Groups tables.

Your results will be grouped as tabs according to the filter subsets you've selected. Note the icon showing a hammer and a wrench () next to the filter tabs. Click on this icon to access the filter selection in My NCBI to change your settings.

Links between PubMed and the Bookshelf: Finding Related Terms

Interconnections among records within and between databases make the NCBI retrieval system a powerful one. Of special interest to Bookshelf users are the tools to find related terms in PubMed when searching the Bookshelf and *vice versa*.

When searching PubMed, follow these steps to find related terms in Bookshelf:

- Type your word or phrase into the into the Search box at the top of the PubMed homepage and press Go.
- 2. Click on the Links menu to the right of any of the citations on the PubMed results page.
- 3. Select Books (where available) from the Links pull-down menu.

The PubMed abstract page will be displayed with all of the indexed terms or phrases related to your search term(s) in the Bookshelf. Click on one of the hyperlinked terms or phrases to display a list of records in the Bookshelf. The hyperlinked term you selected from the PubMed abstract will appear as highlighted text in the book chapters and sections of the retrieved items.

If a PubMed citation has been cited in the bibliography of a Bookshelf online book, the Links pull-down menu will include Cited in Books. Click on this link to retrieve all items in Bookshelf that cite this PubMed abstract.

When searching Bookshelf, follow the steps below to find related terms in PubMed:

- 1. Type your word or phrase into the Search field at the top of the Bookshelf homepage and press Go.
- 2. Click on Links (where available) on the right side of any of the retrieved items on the Bookshelf results page.
- 3. Select PubMed from the Links pull-down menu.

A list of records in PubMed that are related to the search term(s) on Bookshelf will be displayed.

Journal citations appearing in the bibliography of a Bookshelf book include links to the citation's PubMed record and the article's Full Text in PMC (where available).

Bookshelf and Handheld Computers

Some of the books available from the Bookshelf can be downloaded to a handheld device using the freeware MobiPocket Reader software [http://www.mobipocket.com/en/DownloadSoft/DownLoadReaderStep1.asp]. This software works on Palm Powered devices, Pocket PCs, Symbian phones, and PCs.

Once the software is installed, look for books with the handheld icon (). This icon indicates that a MobiPocket version of that book is available. The following books are available for download to handheld devices:

Online version

Download handheld versions



Blood Groups and Red Cell Antigens [http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/rbcantigen/rbcantigen.prc]

Online version	Download handheld versions
Clirical Methods To Many, Physical and Laboratory Resonations	Clinical Methods [http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/cm/cm.prc]
disease	Genes and Disease [http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/gnd/gnd.prc]
HSTAT	AHRQ Evidence Report Summaries [http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/hstat1/hstat1.prc] in Health Services/Technology Assessment Text (HSTAT)
Administry Administry	Inflammatory Atherosclerosis: Characteristics of the Injurious Agent [http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/athero/athero.prc]
MATERIC FALL ABILITY SERVIC COTY AND	Medical Microbiology [http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/mmed/mmed.prc]

You can sign up on the Books-announce [http://www.ncbi.nlm.nih.gov/mailman/listinfo/books-announce] listserv to be notified when new titles are added to the collection. The National Library of Medicine offers additional resources for handheld devices via the NLM Mobile [http://www.nlm.nih.gov/mobile] page.

How to Use the Books on Your Handheld Computer

Once you've selected a handheld version of a book, download it to your computer and handheld device using these steps:

- 1. Click on the book's handheld icon in the list above or via the online version in Bookshelf.
- 2. Double-click on the file that you have downloaded.
- 3. Follow the instructions on your PC.
- 4. Install the book on your handheld device by downloading it from your PC.

To open the book on your handheld computer, you should tap the software icon specific to your device (

Palm-Powered or Pocket PC). Next, tap on the MobiPocket application icon (), which will bring up a list of the books you've downloaded. Then, tap on the title of the book you want to read, such as AHRQ Evidence reports (see Figure 8). A hierarchical list of the book's subdivisions will be displayed on the screen, with the book title listed at the top (see Figure 9). This feature allows you to easily navigate between chapters, sections, and pages within the book. You can also scroll through individual pages by pressing the navigation button on your device up or down.

MobiPocket Software Settings

You may want to change some of the settings in the MobiPocket software to make reading the book on your handheld device easier. Follow the steps below to change the settings:

- 1. Tap on "Settings" at the top left corner of your screen (see Figure 10).
- 2. Uncheck the "Touch screen turn page" on the "General" screen (see Figure 11).
- 3. To move to other screens, tap on the double-arrow icon ().
- 4. Uncheck the "Display margins" and "Full justification" on the "Display" screen (see Figure 12).
- 5. Change additional settings if you like, and tap "OK".

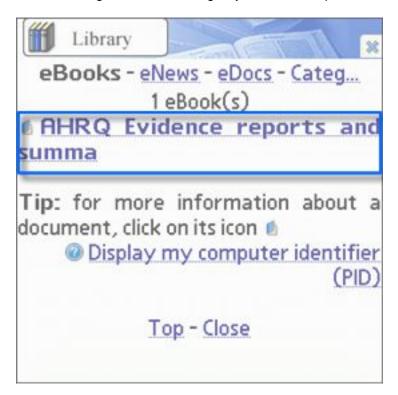


Figure 8. MobiPocket Software's Library of eBooks. The book AHRQ Evidence Reports and Summaries has been downloaded from the Bookshelf to the handheld device. Display the book's subdivisions by clicking on the hyperlinked title.

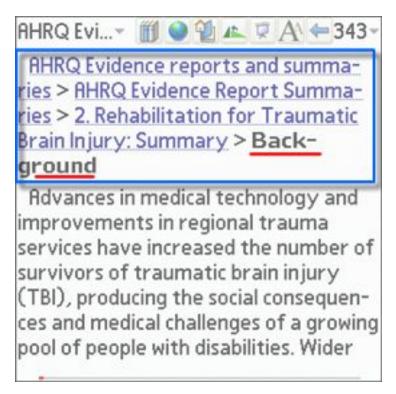


Figure 9. Navigating an eBook on your handheld. The book's hierarchical list of subdivisions is displayed at the top of every screen. In this figure, the Background section in Rehabilitation for Traumatic Brain Injury is displayed..

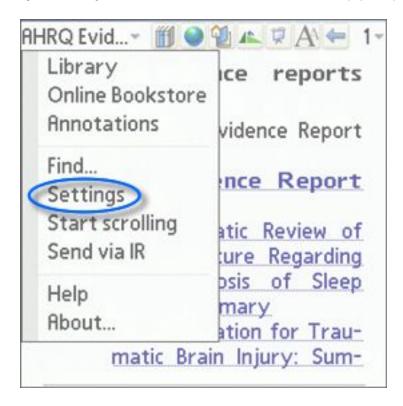


Figure 10. Changing MobiPocket software settings. Select Settings from the pull-down menu.

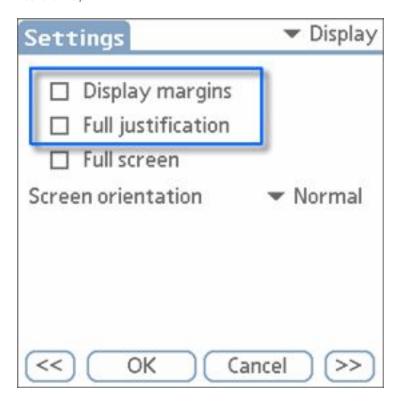


Figure 11. MobiPocket Software display settings. The Display margins and Full justification check boxes should be empty..



Figure 12. MobiPocket Software general settings. The Touch screen turn page check box should be empty..

Advanced Searching

Whether you are searching for a particular author name and keyword or a specific term in figures and tables, various search fields can be used to restrict your results to your specific area of interest.

The Bookshelf homepage includes several tabs: Limits, Preview/Index, History, Clipboard, and Details. These pages allow you to build specialized searches, view your search history, save search results, and view search details.

Using Limits

The Limits tab includes the six most common field limiters in the Bookshelf. These six Limits are the simplest way to limit your search query:

Field	Limits your results to:
Titles	Chapter and section titles
Figures	Figure titles and legends
Tables	Table titles, legends, and content
Boxes	Box titles
ln:	Selected books
Author	Author's name

From the Limits tab on the Bookshelf homepage:

- 1. Enter a term in the search box at the top of the page.
- 2. Select one or more limits:
 - a. Check one or more boxes for Titles, Figures, Tables, or Boxes limits.
 - b. Highlight one or more book titles in the pull-down menu next to In:.
 - c. Type an author name in the Author box.
- 3. Click "Go" to display the search results.

When the Limits are "in effect" a check box will appear in the Limits tab, and your selected limits will display in a yellow bar above your search results. To turn off limits:

• Select the Limits tab check box and run a new search.

Or:

Select the "Clear All Limits" button at the bottom of the Limits page.

Additional information on Limiting your searches is available in PubMed Help.

How to Use the Preview/Index Tab

The Preview/Index tab allows you to further refine an existing search using additional limits, to select from a list of indexed terms within those limits, and to preview the query results. The page is organized into three sections:

- A Search box at the top of the page displays the existing search query.
- The Most Recent Queries section in the middle of the page includes the three most recent queries from your search history.
- Add Term(s) to Query or View Index at the bottom of the page allows you to:
 - Add terms to the existing query using Boolean operators.
 - Apply field limits to your search terms via the pull-down menu.
 - Select indexed terms specific to each field in the pull-down menu.
 - Preview your query results.

Previewing the Number of Search Results

Once you've built a search query, you can Preview the number of results available in the Books database. The query will be displayed as a one-line summary in the Most Recent Queries section. The summary includes four parts:

- Search assigns a sequential number to your search strategy so that you can refer to it later in more complex search strategies.
- Most Recent Queries displays the search term(s), field(s), and operators used in the query.
- Time is the time the search was executed.
- Result is the number of hits (results) your search term(s) retrieved.

If the results are not what you expected, change the search query and Preview your results to determine whether the retrievals were increased or decreased. Only the three most recent queries will be displayed on this page. Previous queries are stored in History.

To display your results, click the numbered Result link, or press Go at the top of the page. Both options run the search and display the results on a separate page.

Additional information on Previewing your search results is available in PubMed Help.

View Index

View Index provides an alphabetical display of all indexed terms within each Bookshelf field limit. To select indexed terms or phrases and add them to your search query:

- 1. Choose a field limiter from the All Fields pull-down menu at the bottom of the Preview/Index page.
- 2. Enter a term or phrase in the box to find a specific range of terms, or leave the box empty to view the entire indexed list.
- Select Index to view the pull-down menu of the indexed terms within the field. Use the Up and Down
 buttons to scroll through the list. Each term includes a number in parentheses to the right of the term,
 which represents the total number of instances the term appears in the field.
- 4. Select an indexed term or phrase.
- 5. Click AND, OR, or NOT to append the term and its field limiter to the search query at the top of the page.
- 6. Continue to add terms/phrases using the previous steps, or

7. Click Go to display your results or Preview to view the number of results.

Additional information on browsing the index of terms is available in PubMed Help.

Using Boolean Operators (AND, OR, NOT)

You can combine or exclude multiple concepts in a search query by using Boolean Operators:

- AND retrieves results that include all the search terms.
- OR retrieves results that include at least one of the search terms.
- NOT excludes the retrieval of terms from your search.

Bookshelf assumes the AND operator between concepts. Search terms can be appended to an existing search via the Add Term(s) to Query box at the bottom of the Preview/Index page. This action will add the operator, search term, and field limit to the Search box at the top of the page.

Options Menu

If you want to combine previous queries with a current search, the Options menu includes Boolean operators that append the query number to the search box using AND, OR, or NOT. Simply click on the search number in History and select one of the operators from the pop-up menu. Other menu options include:

- Delete to remove the search query from history
- Go to execute the search
- Details to see the computer's translation of your search
- Save in My NCBI for managing web searches

Clipboard

The Clipboard provides a place to temporarily collect selected citations from your search queries. You can read more about using the Clipboard in Saving and E-mailing Results and Searches in PubMed Help.

History

The History tab displays a complete list of your search queries in sequential order. You may combine search queries by clicking the search number and selecting AND, OR, or NOT from the Options menu (see Options Menu above).

The Clear History button at the end of the page will remove all of your queries. Search history can hold a maximum of 100 searches in one session, but the queries will be lost after eight hours of inactivity. Additional information about Viewing Your Search History is available in PubMed Help.

Details

The Details tab shows the computer's translation of your query using search terms, field limits, and search rules. The information is presented in four parts:

 Query Translation displays the search string used by the computer to query the database. Use this box to edit the query.

- Search will execute the search in the Query Translation box.
- URL will display the current search as a URL to bookmark for future use.
- Result provides the total number of results retrieved.
- Database shows the Entrez database you are using (Books).
- User Query shows the search strategy entered as you entered it in the search box and any syntax errors generated by the query.

If your results are not what you expected, it is a good idea to check the Details page for the computer's translation of your search to determine how to modify the query. Additional information about Displaying the Search Details is available in PubMed Help.

Commonly Asked Questions: Just the FAQs

Bookshelf users have many questions, and we have made a list of the more common ones.

1. How can I participate in the Bookshelf project?

We have a review process for all new content proposals. You must submit an Application Form and three sample copies of the book. The book must fall within the scope of core biomedical topics defined for Bookshelf. Please contact us via email at bookshelf@ncbi.nlm.nih.gov [mailto:] for more information.

2. Can I use figures and tables from the Bookshelf?

You must check the copyright of the book first.

If the book is published by the National Center for Biotechnology Information (NCBI), then the book will have a "Copyright and Disclaimer" notice at the bottom of the page. In this case, you must take the next step of looking at the individual figures and tables that you want to use. We may have gotten permissions from other publishers for the use of the figures and tables. These permissions are noted on each figure and table. Where no permission is noted, you are free to use the figure or table.

If the book is published by someone else, the name of the copyright holder is at the bottom of each page with the copyright symbol and year of publication. For these books, you will need to contact the copyright holder for use of all figures and tables in the books.

3. Why are parts of some Table of Contents not hyperlinked?

Most of the books in our collection are provided in collaboration with the book publishers. Some of the publishers prefer that we do not provide access to the books via the Table of Contents. All of the book content is available by searching, however. In the Table of Contents, books with chapter titles underlined are hyperlinked to all of the content of that chapter. If a chapter title is not underlined, then that chapter is searchable but not browsable.

4. When will the next edition of a book come out on the Bookshelf?

The books we host have been given to us by the publishers (we do not pay them any kind of fee). We hope that the publishers will want to continue to collaborate with us and will ask that the next edition of their book be placed on the Bookshelf. Each book is viewed as a new candidate for the Bookshelf. Whether the next edition of a book

comes out on the Bookshelf depends on whether we have a new agreement for that edition with the publisher. The publisher must contact us with this request. You may also contact the publisher directly to request that the next edition be placed on the Bookshelf.

5. Can I buy books from the Bookshelf?

No. As a library, we do not sell books; rather, we collect and display them for people to use in agreement with the book publishers. To purchase books, you will need to contact the publishers directly. The publishers' websites can be found by clicking on the logos at the top of each online book.

6. How is the Bookshelf related to PubMed?

Bookshelf and PubMed each use a different database (Bookshelf uses the Books database), but both databases are part of one system—the Entrez system. Entrez is a computer system run by the National Center for Biotechnology Information (NCBI), which is part of the National Library of Medicine (NLM), under the guidance of the National Institutes of Health (NIH).

7. Why do some books have PDF files and others do not?

PDF files are made for books created by NCBI. Whole books can be printed out by printing each PDF, chapter by chapter. We are looking at the possibility of printing a whole book at once. Those books that have PDFs available show an Adobe PDF icon.

8. May I suggest a book for the Bookshelf?

For a book to be featured on Bookshelf, we need the author or publisher to contact us expressing an interest in participating in the project. If you feel strongly about having a particular book included on Bookshelf, we suggest you contact the author or publisher regarding the idea. Our email address is bookshelf@ncbi.nlm.nih.gov [mailto:].

9. Can I be notified when a new book is added to Bookshelf?

The Books Announce mailing list provides regular updates about new content on the Bookshelf. To sign up for the list, visit the URL below:

http://www.ncbi.nlm.nih.gov:80/entrez/query/Books.live/Help/booksannounce.html Bookshelf News [http://www.ncbi.nlm.nih.gov/feed/rss.cgi?ChanKey=BookshelfNews] allows you to receive regular updates via your RSS feed.

10. How do I cite books from the Bookshelf?

A citation for a book on the Bookshelf should include:

Author(s). Chapter. In: Editor(s). Name of book. Place of publication: Publisher; Date created [cited <today's date>]. Available from: Bookshelf link

For example, to cite Chapter 4 [http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=handbook.chapter.246] of The NCBI Handbook [http://www.ncbi.nlm.nih.gov/books/bv.fcgi? call=bv.View..ShowTOC&rid=handbook.TOC&depth=2]:

Federhen S. 4. The taxonomy project. In: McEntyre J; Ostell J, editors. The NCBI handbook [internet]. Bethesda (MD): National Library of Medicine (US), NCBI; 9 Oct 2002 [cited 3 Feb 2006]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=handbook.chapter.246

The "Date created" can also be the year of publication, if the "Date created" is not available. The "cited" date is often omitted, but with the ease of changing data on webpages, it is recommended that the "cited" date be indicated.